

NORTHWOOD PARISH COUNCIL

The Minutes of the Annual General Meeting of Northwood Parish Council, held in Northwood Primary School, Wyatts Lane, Northwood on Tuesday, 7 May 2024, scheduled to start at 6.30pm.

Present: Councillors: John Pullen (Chairman), Peter Baker, Mark Coventry, Steph Flux, Paul Fuller, David Jaggar, Richard Martin and John Nicholson.
Paul Fuller joined the meeting at 7.46pm.

Also in attendance:
Katie Riley (Clerk and RFO)
0 members of the public.

01/24-25 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

RESOLVED:

THAT Cllr John Pullen be elected as Chairman for the ensuing year and the declaration of acceptance of office received and duly signed by the Clerk.

02/24-25 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.

RESOLVED:

THAT Cllr Richard Martin be elected as Vice Chairman for the ensuing year and the declaration of acceptance of office received and duly signed by the Clerk.

03/24-25 To approve any apologies for absence.

Cllr Fuller had forwarded apologies that he would be late to the meeting as he was attending a meeting of the Isle of Wight Council.

04/24-25 To receive any declarations of Members' interests and written requests for Dispensations on items forming the agenda.

There had been no written requests for dispensation or declarations of interests received on items forming the agenda.

05/24-25 To confirm that all Councillors' Register of Interests forms are up to date and correct.

RESOLVED:

THAT the Register of Interests forms for all members of Northwood Parish Council were confirmed as being in order and correct.

06/24-25 To receive a report on any local safety neighbourhood issues which have occurred since the last meeting held of the Parish Council. The question was asked as to what had happened to PCSO Luke Agrotis and it was thought he had been seconded to West Wight. PCSO Lotte Scott from the Cowes Neighbourhood Policing Team had circulated her contact details however and she would try to attend a meeting when she could. Cllr Nicholson advised that PC Matt Rowlands, Police Constable from the Cowes Neighbourhood Team, had provided Cowes Town Council with a good report for their meeting and if it wasn't possible for a representative to attend a meeting, it would be useful to have a report instead. The Clerk would write to enquire.

07/24-25 To confirm and authorise the Chairman to sign the Minutes of the meeting of the Parish Council held on 2 April 2024

RESOLVED:

THAT the Minutes of the meeting of the Parish Council held on 2 April 2024 be confirmed and the Chairman be authorised to sign them on behalf of the Parish Council.

08/24-25 To receive any matters arising on the Minutes, not requiring a resolution.

The Clerk had circulated matters arising from the previous meeting. Unfortunately, the letter intended for Cllr Phil Jordan on behalf of Northwood residents. re. Pallance Road, though finalised as agreed by Cllr Flux, had not been sent. Given Cllr Phil Jordan had since confirmed that an application for road safety grant funding had been submitted for Pallance Road, it was agreed to hold sending the letter until the outcome of this application was known. Cllrs Martin and Pullen confirmed they still intended to investigate the most suitable locations for the no-cold calling zone signs.

09/24-25 To approve and adopt the Standing Orders for Northwood Parish Council.

RESOLVED:

THAT the NALC model Standing Orders be duly adopted.

10/24-25 To approve and adopt the Financial Regulations for Northwood Parish Council.

RESOLVED:

THAT the NALC model Financial Regulations be duly adopted.

11/24-25 To appoint members to serve on the Planning Committee (numerical composition to be decided) and to elect a Chairman.

RESOLVED:

THAT all members of the Parish Council be appointed as members of the Planning Committee with Cllr Coventry to serve as the Chairman.

12/24-25 To appoint members to serve on Working Groups:

RESOLVED:

THAT the following appointments to Working Groups be approved:

- Projects (Cllrs Baker, Flux and Martin)
- Precept (Cllrs Baker, Martin, Nicholson and Pullen)

13/24-25 To appoint members, including the Chairman, to serve on the Staffing Group

RESOLVED:

THAT Cllrs Pullen and Martin be appointed to the Staffing Group.

14/24-25 To appoint representatives on outside bodies.

RESOLVED:

THAT the following appointments to represent the Parish Council be approved:

- Isle of Wight Association of Local Councils (Cllr Pullen, with Cllrs Coventry and Martin deputising)
- Place Plan Working Groups (to leave open depending on the project)

15/24-25 To consider appointing to the under-mentioned responsibilities and any others as required:

RESOLVED:

THAT the following under-mentioned responsibilities to represent the Parish Council be approved:

- Community Emergency Plan Management (Cllrs Martin and Pullen to update)
- Communications Councillor (Cllrs Flux and Martin)
- Tree Warden (Cllr Coventry)

16/24-25 To review and approve the asset register and agree on inspection of the Parish Council's assets.

RESOLVED:

THAT 5 'no cold-calling zone' signs be added to the asset register, the number of litter pickers reduced to 3 since 2 were no longer in use, and to update that the gateway sign on Newport Road was no longer obscured.

THAT the asset register, including above amendments, be approved and that Cllr Nicholson undertakes an inspection of the Parish Council's assets and reports back by September for any maintenance to be agreed.

It was commented, though not a NPC asset, that the "Think 30" signs on Nodes Road/Place Road had become so faint they were no longer legible. The Clerk would report this to Island Roads.

17/24-25 To review and adopt the Council's General Data Protection Regulation Policies:

RESOLVED:

THAT the following Northwood Parish Council's General Data Protection Regulation Policies be duly adopted en bloc:

- Data Protection Policy
- Privacy Notice)
- Document Retention and Disposal Policy
- Retention of Documents Appendix
- Freedom of Information Policy
- Model Publication Scheme

18/24-25 To review and adopt the Council's Core Policies and Procedures:

RESOLVED:

THAT the following Northwood Parish Council's Core Policies and Procedures be duly adopted en bloc:

- Code of Conduct
- Code of Practice for Councillors Personal Safety
- Gifts and Hospitality Protocol
- Complaints Procedure
- Disciplinary Procedure
- Employee Grievance Procedure
- Staff Absence Policy
- Equality and Diversity Policy
- Training and Development Policy
- Guidance on Reporting and Recording and the Use of Social Media at Meetings of the Parish Council
- Vexatious Policy
- Grant Awarding Policy
- Whistleblowing Policy
- Northwood Community Emergency Plan

THAT Cllr Martin review all policies for future amendment as necessary.

19/24-25 To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year, in particular, whether or not to hold a meeting in January 2025.

RESOLVED:

THAT ordinary meetings of the Parish Council take place on the first Tuesday of the month commencing at 6.30pm in Northwood Primary School up to the next annual meeting of the Parish Council scheduled for 6 May 2025, with the exception of January and August when there will be no scheduled full council meetings.

THAT meetings of the Planning Committee be scheduled for the third Tuesday of the month, commencing at 6.30pm, in Northwood Primary School, if required.

20/24-25 To approve and sign the Risk Assessment Schedule. The Clerk advised she had amended the Risk Assessment Schedule to reflect the new procedure for backing up council records via Microsoft OneDrive instead of the memory sticks which were previously in use.

RESOLVED:

THAT the Chairman and the Clerk sign the Risk Assessment Schedule confirming that the information provided be a correct record.

21/24-25 To note the Annual Internal Audit Report 2023/24 from Mrs Maxine Warr. The Clerk highlighted the recommendations made by Mrs Maxine Warr in her Internal Audit Report, including the adoption of a new training policy and correct recording of S137 expenditure, most of which had now been implemented.

RESOLVED:

THAT the Annual Internal Audit Report 2023/24 and recommendations from Mrs Maxine Warr, the Internal Auditor, be duly noted.

22/24-25 To confirm and sign that there are no conflicts of interest with External Auditors BDO LLP.

RESOLVED:

THAT no conflicts of interest with External Auditors BDO LLP be confirmed and the Chairman be authorised to sign on behalf of the Parish Council.

23/24-25 To approve and authorise the Chairman to sign the Annual Governance Statement for 2023/24

RESOLVED:

THAT the Annual Governance Statement for 2023/24 be approved and the Chairman be authorised to sign the Statement for 2023/24 on behalf of the Parish Council.

24/24-25 To approve and authorise the Chairman to sign and date the Accounting Statements for 2023/24

RESOLVED:

THAT the Accounting Statements for 2023/24 be approved and the Chairman be authorised to sign and date the Accounting Statements 2023/24 on behalf of the Parish Council.

25/24-25 To confirm the dates of Monday 3rd June 2024 to Friday 12th July 2024 for the exercise of public rights

RESOLVED:

THAT the dates of Monday 3rd June 2024 to Friday 12th July 2024 for the exercise of public rights be confirmed.

26/24-25 To appoint an Internal Auditor for 2024/25

RESOLVED:

THAT Mrs Maxine Warr be appointed as the Internal Auditor for 2024/25 for a fee of £100.

27/24-25 To note receipt of the precept £35,000.

RESOLVED:

THAT receipt of the precept £35,000 be noted.

28/24-25 To approve the cheque and electronic payments for May 2024

RESOLVED:

THAT the following payments for May totalling £1,803.71 be approved:

• AMP Hire (portaloo for D-Day event)	£ 288.00
• Northwood Village Hall (hall hire March)	£ 192.00
• K Riley (May expenses)	£ 44.09
• Maxine Warr (internal audit)	£ 75.00
• Community Action IW (May Salary)	£ 904.63
• K Riley (Microsoft 365)	£ 59.99
• Northwood Village Hall (hall hire April)	£ 240.00

29/24-25 To note the copy bank statements and bank reconciliation.

RESOLVED:

THAT the bank reconciliation with the statements to the end of April 2024 be duly noted.

30/24-25 Town and Country Planning

The following decisions were noted:

- i. Application No: 24/00162/HOU
Location: 53A Pallance Road
Proposal: Proposed single storey extension to existing garage (Revised description)
Decision: Granted
- ii. Application No: 23/02166/FUL
Location: Land Adjacent To 403 Newport Road
Proposal: Four detached houses, access road and landscaping
Decision: Granted

(Cllr Fuller joined the meeting at 7.46pm)

31/24-25 To consider making a financial contribution to Northwood Primary School towards venue costs for the financial year 2024/25

RESOLVED:

THAT £200 be contributed to Northwood Primary School towards venue costs for the financial year 2024/25.

32/24-25 To agree on options to purchase a new photocopier to support the production of the Northwood News. After some discussion it was unclear exactly what was required, if there was a need for a copier for wider community use, or whether paying a printing company to produce the required copies might provide better value.

RESOLVED:

THAT Cllr Flux make further enquiries about what was required for consideration next month.

33/24-25 To consider the grant application from Isle of Wight Pantries for £2,500 to set up a surplus food distribution centre. Cllr Nicholson provided some background to the grant application from Isle of Wight Pantries which members were generally in favour of

supporting but there were concerns expressed about other food charities working to support the community and that further information on the breakdown of where this money would be spent would be helpful before making a decision.

RESOLVED:

THAT Isle of Wight Pantries be asked to attend a future meeting to provide further information about the £2,500 funding being requested.

34/24-25 To consider the grant application from IW Story festival for £800 to deliver a programme of visits to pupils at Northwood Primary School

RESOLVED:

THAT the grant application from IW Story festival for £800 to deliver a programme of visits to pupils at Northwood Primary School be approved providing it is something the school intend to take up. Cllr Flux to write to Northwood Primary School to confirm.

35/24-25 To agree on a location for the framed portrait of His Majesty the King

RESOLVED:

THAT Northwood Village Hall be approved for the location for the framed portrait of His Majesty the King, but that it remain the property of Northwood Parish Council.

36/24-25 To receive an update from the Projects Group. Cllr Martin reported on the record numbers attending the warm space and that they were giving out food vouchers from the most recent round of funding. The intention was to move the session forward to 12.00pm with an earlier finish to suit the attendees, and Cllr Martin would enquire with the village hall committee as to whether this was possible. Cllr Flux reported on the D-Day flyers she had produced for the Northwood News and would email members to establish which of the four drafts was preferred. All the usual organisation was happening ahead of the event and that people would be required on the day (9th June) to help out. Cllr Flux shared a request from the Friends of Northwood Church who were in the process of regrouping and looking for members to join to raise money for the upkeep of the building for an annual subscription of £5. She would email Councillors with details for any member wishing to take this up.

RESOLVED:

THAT the update from the Projects Group be duly noted.

37/24-25 To consider the correspondence received re. the Parish Council's Traffic Regulation Order (TRO) requests for Northwood

RESOLVED:

THAT the correspondence received re. the Parish Council's Traffic Regulation Order (TRO) requests for Northwood be duly noted.

38/24-25 To consider the following motion put forward by Cllr Nicholson:
Northwood Parish Council condemns the poor standard of road reinstatement carried out by Southern Water on the A3020 leading up to Oxford Street from Newport direction. The Parish Council resolves to notify road users clearly who is responsible for these works

RESOLVED:

THAT Northwood Parish Council condemns the poor standard of road reinstatement carried out by Southern Water on the A3020 leading up to Oxford Street from Newport direction. The Parish Council resolves to notify road users clearly who is responsible for these works.

39/24-25 To receive the report for information of Cllr Nicholson, the IWC Ward Member for Cowes South and Northwood which included another example of poor reinstatement work by utility companies in Cowes to the detriment of CTC's newly refurbished public toilets.

RESOLVED:

THAT the report of Cllr Nicholson, the IWC Ward Member for Cowes South and Northwood, be duly noted.

40/24-25 To note the Statistics for the Website up to 30th April 2024.

RESOLVED:

THAT the statistics be noted.

41/24-25 Correspondence – As per emailed to Councillors.

RESOLVED:

THAT the correspondence be noted.

42/24-25 Councillors' reports

Cllr Fuller had circulated a written report. Cllr Flux raised concerns that had been brought to her about the full planning application the Horseshoe Inn had been asked to complete in order for the food van to operate from their premises.

RESOLVED:

TO ask planners why such an application was being requested.

Cllr Baker raised concerns following some personal experience recently having waited 8 hours to be triaged at Cowes Medical Centre, that there was no duty pharmacy service available anywhere out of hours.

43/24-25 Future agenda items

None raised at the meeting.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN CLOSED THE MEETING AT 8.55 pm

Signed Dated